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8 August 1962

MEMORANDUM: FOR THE RECORD

SUBJECT : Regular Weekly Staff Meeting

Document No. 003

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DDA Memo, 4 April 1962

Auth: DDA REG. 77/2763

Date: 28 Feb 74 By: 021

1. The third regular weekly staff meeting was held on Thursday, 8 August. Col. Baird, [redacted] were in attendance. The following items of general interest were discussed:

a. [redacted] submitted a proposed list of Training Manuals to be prepared for use in the Basic Intelligence Course. He pointed out that the development of a Manual Series on intelligence was very imperative and recommended that a committee be set up to write such a series.

(1) It was further suggested that [redacted] might be a logical candidate to head this committee but Col. Baird felt that [redacted] faculty would be the proper organization to prepare such a Manual Series. The use of [redacted] for this project could be accomplished by transferring him to Mr. [redacted] division.

(2) It was agreed that there seemed to be a strong need for such a Manual Series and Col. Baird gave approval to proceed on a pilot study basis. [redacted] is to inform the D/IR as to which phase of the Manual would be covered by the pilot study.

b. [redacted] submitted a proposed list of abbreviations for the Staff, Division, and Branch titles in Training (General). The abbreviations were for use strictly within OTR and on this basis Col. Baird approved such use. The Chief, Support Staff will develop appropriate abbreviations not only for TR(S) but for the balance of the OTR to be used only within the Training office pending final approval of the new T/O and the establishment of OGM approved abbreviations.

c. [redacted] advised that Administrative Services was proposing to obtain a civil engineer from the Public Buildings Service on a temporary detail for assignment to the [redacted] project. [redacted] pointed out the weaknesses of this, particularly with respect to security and over-all competence of the general run of PBS civil engineers. The D/IR was to discuss this with the Chief, Administrative Services.

d. The draft of the proposed OTR Career Service Board charter was discussed. [redacted] pointed out that the draft as presented was practically a duplicate of the original charter approved by the DEI for the Agency. The mission and functions of a Career Service Board were discussed in very general terms and final approval of the charter, both in form and substance, was not arrived at.

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Security Information

(1) It was decided however to change the composition of the Board as follows:

Chairman (ex-officio)	D/TR
Member	DD/TR(S)
Member	ADD/TR(S)
Member	DD/TR(S)
Member	Chief, Plans and Policy Staff (General)
Member	Chief, Support Staff
Secretary and non-voting Member	Assistant to D/TR

Further study was to be made by all in attendance of the proposed charter for later discussion.

  
Chief, Support Staff

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cc: D/TR  
DD/TR(S) ✓  
DD/TR(G)

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